

# TESTS

	<h2 style="text-align: center;">Build a Test and Add New Questions</h2> <p>Tests are sets of questions that are graded to measure student performance.</p>	 <a href="#">View the video tutorial</a>
<p>Step 1</p>	<p>In the <b>Control Panel</b>, expand the <b>Course Tools</b> section.</p> <p>Click on <b>Tests, Surveys, and Pools</b></p>	 <p>Expand Control Panel</p> <p>Tests, Surveys, and Pools</p>
<p>Step 2</p>	<p>On the Tests, Surveys, and Pools page, select <b>Tests</b>.</p> <p>Click <b>Build Test</b>.</p>	 <p>Tests, Surveys, and Pools</p> <p>Tests</p> <p>Build Test   Import Test</p>
<p>Step 3</p>	<p>Type the name, description, and instructions.</p>	 <p>Test Information</p> <p>Name: test 2</p> <p>Description: test 2</p> <p>Instructions: test 2</p>
<p>Step 4</p>	<p>Click <b>Submit</b>.</p>	<p>Submit</p>
<p>Step 5</p>	<p>Before adding questions, check the <b>Question Settings</b>.</p>	<p>Question Settings</p>

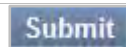
Step 6

**Test Question Settings:**

- **Feedback:** Selecting this includes the option to enter feedback for individual answers rather than just one set of feedback for correct or incorrect answers. Note: (Individual feedback cannot be provided for answers in True/False questions, Multiple Answer questions, Ordering and Matching questions.)
- **Images, Files, and External Links:** Select the checkboxes if the test questions or an answer has images, files or external hyperlinks.
- **Questions Metadata:** This option enables instructors to add keywords to questions. When searching for questions from a Question Pool or other Tests, instructors may search for questions by category and keyword.
- **Scoring:** Select this option and all questions will automatically have the same point value.
- **Display:** Select options for displaying the test questions.

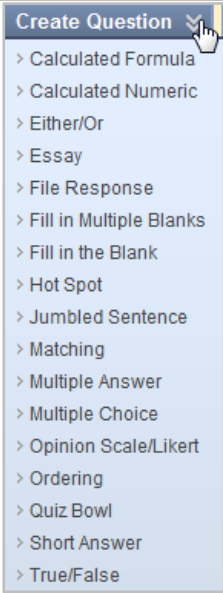
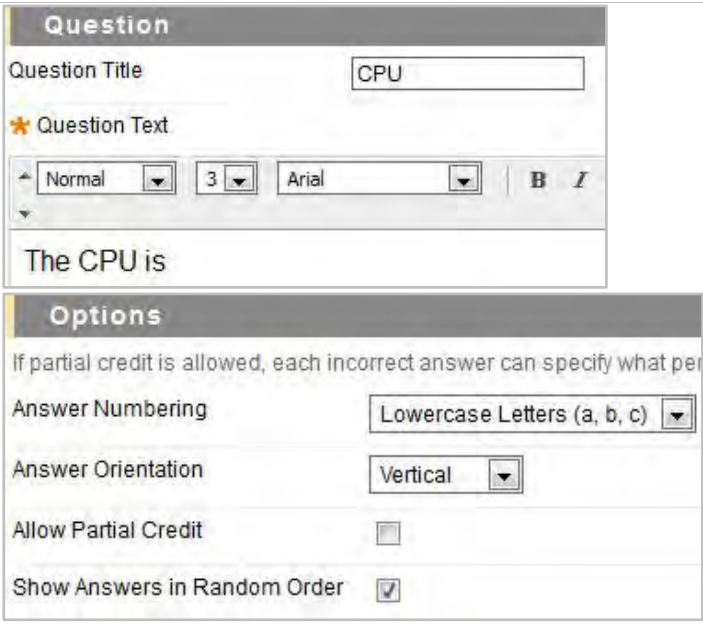
Step 7

Click on **Submit**.



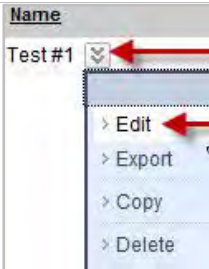

Step 8

On the **Text Canvas** page, click **Create Question**.

<p>Step 9</p>	<p>Select a <a href="#">question type</a>. *</p> <p>*Specific question types and information are listed on the Blackboard Website.</p>	
<p>Step 10</p>	<p>Fill out the form, adding the necessary information for each question type.</p> <ul style="list-style-type: none"> <li>• <b>Question title:</b> Type a title.</li> <li>• <b>Question text:</b> Type the question for building the test.</li> </ul> <p><b>Test Options:</b></p> <ul style="list-style-type: none"> <li>• <b>Answer Numbering:</b> Select the display of numbering for the question answer.</li> <li>• <b>Answer Orientation:</b> Select horizontal or vertical display for question answers.</li> <li>• <b>Allow Partial Credit:</b> Click the checkbox if partial credit is allowed for incorrect answer.</li> <li>• <b>Show answers in Random Order:</b> Click the checkbox for tests to display answers in a random order to Students each time the test is taken.</li> </ul>	

	<p><b>Answers:</b> Select the number of answer choices, fill in the fields with possible answers, and select the correct answer.</p> <p><b>Feedback:</b> Enter feedback that will display in response to a correct answer and an incorrect answer. If partial credit is allowed, answers that are partially correct will receive the feedback for an incorrect answer.</p>	
<p>Step 11</p>	<p>Click <b>Submit</b>.</p> <p>If all the questions and answers have been added to the test, the test is ready to be <a href="#">deployed</a> in the course.</p>	<p>The Test is added to the list on the tests canvas page. Sample:</p> <div style="border: 1px solid gray; padding: 5px;"> <p><b>4. Multiple Choice: PPT: What is Powerpoint?</b></p> <p>Question                      What is Powerpoint?</p> <p>Answer                         <input checked="" type="checkbox"/> a. Presentation software</p> <p>   b. Page layout software</p> <p>   c. Some fun software</p> <p>   d. All of the above.</p> </div>

### Editing a test

<p>Step 1</p>	<p>On the Tests, Surveys, and Pools page, select <b>Tests or Surveys</b>.</p> <p>Select the test name. (This is called the <b>Test Canvas</b>.)</p> <p>To <b>edit, export, copy or delete</b>, click on the action menu.</p> <p>Click on <b>Edit</b>.</p>	
<p>Step 2</p>	<p>The list of questions that was created will display.</p> <p>To <b>edit, copy or delete</b>, click the action menu for the quick menu.</p>	

Step 3 To modify or add **points**, check the checkbox before each question. **Add** the **points** into the points box, click **Update**.

Click **OK**.

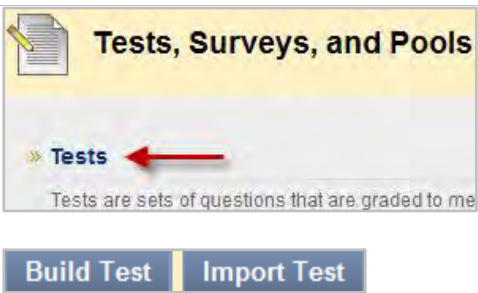


**Importing tests**

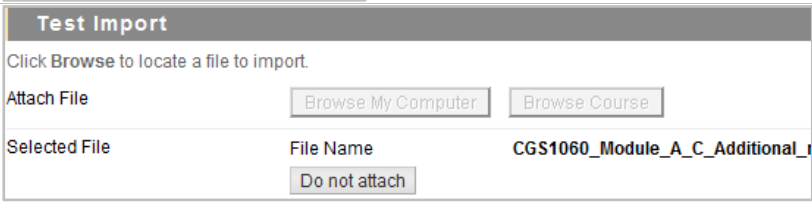
Test Import adds an exported Test to the set of Tests. This is a useful way to reuse a Test. Only Test packages created by Blackboard Learn can be imported. Tests created by others, Tests created at other institutions, and Tests created with older versions of Blackboard Learn can be imported as long as they are in the proper format.

Step 1 On the Tests, Surveys, and Pools page, select **Tests**.

Click **Import Test**.



Step 2 Click the **Browse My Computer** button. Look for the .zip file on your computer or storage device. Select the file and **Open** to upload your test package.



Step 3 Click **Submit**.

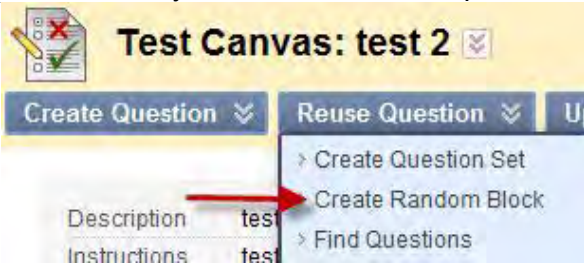


**Random Blocks**

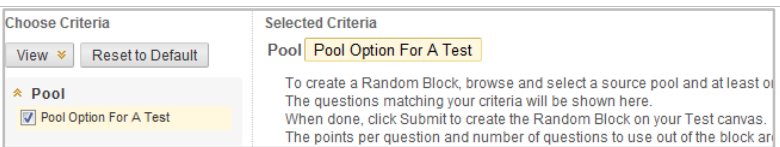
A Random Block is a group of questions retrieved from a Question Pool. Questions are randomly retrieved from the selected Question Pool based on the question type and the number of questions available in the selected pool. Note: Before you can create a random block you will need to have questions in a test pool.

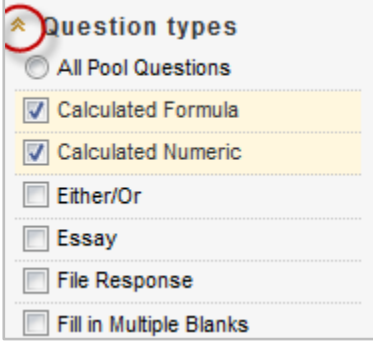
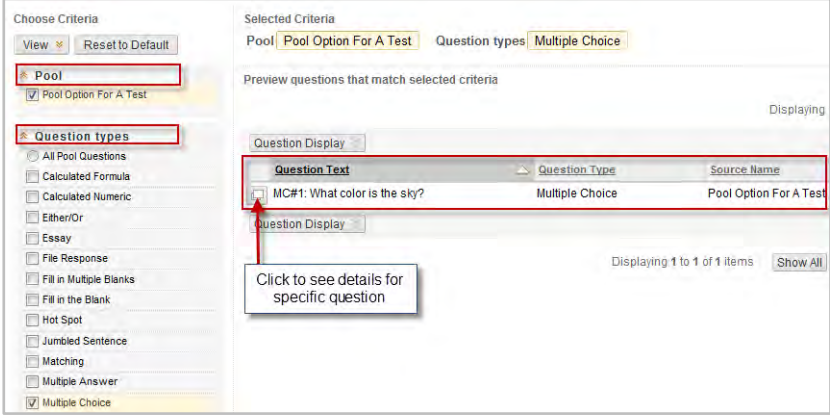
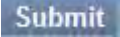
Step 1 From your Test Canvas page, Click on **Reuse Question**.

Select **Create Random Block**.



Step 2 **Expand** one or all of the following criteria: Pools, Tests, Question Types, Categories, Topics, and Levels of Difficulty.



		 <p><b>Question types</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> All Pool Questions</li> <li><input checked="" type="checkbox"/> Calculated Formula</li> <li><input checked="" type="checkbox"/> Calculated Numeric</li> <li><input type="checkbox"/> Either/Or</li> <li><input type="checkbox"/> Essay</li> <li><input type="checkbox"/> File Response</li> <li><input type="checkbox"/> Fill in Multiple Blanks</li> </ul>						
<p>Step 3</p>	<p>Based on criteria, the questions will show in the question display box.</p>	 <p>Choose Criteria: View, Reset to Default</p> <p>Selected Criteria: Pool, Pool Option For A Test, Question types, Multiple Choice</p> <p>Preview questions that match selected criteria</p> <table border="1"> <thead> <tr> <th>Question Text</th> <th>Question Type</th> <th>Source Name</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> MC#1: What color is the sky?</td> <td>Multiple Choice</td> <td>Pool Option For A Test</td> </tr> </tbody> </table> <p>Click to see details for specific question</p>	Question Text	Question Type	Source Name	<input type="checkbox"/> MC#1: What color is the sky?	Multiple Choice	Pool Option For A Test
Question Text	Question Type	Source Name						
<input type="checkbox"/> MC#1: What color is the sky?	Multiple Choice	Pool Option For A Test						
<p>Step 4</p>	<p>Click on <b>Submit</b>.</p>							

Step 5

Make any changes or preview questions.

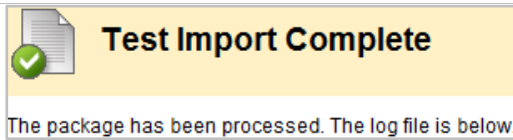
Click **OK**.

## Test Import File

The **Test Import Complete** page will display. The information will list if the import is complete and with or without errors.

If you receive errors, contact the [blackboard administrator](#).

Click **OK**.



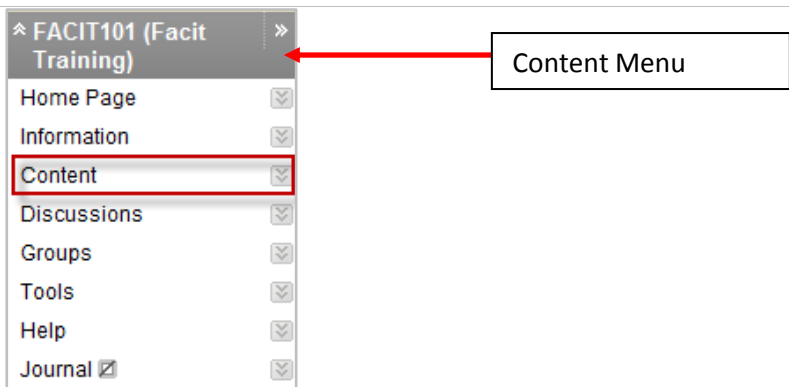
**Test Import Complete**

The package has been processed. The log file is below.

## Deploying Tests

This is a two step process: adding the Test or Survey to a content area and then making it available.

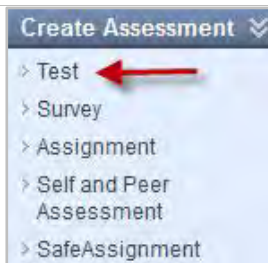
Step 1 Click on **Course Menu**.  
Click on **Content area**.



Course Menu

- ^ FACIT101 (Facit Training) >
- Home Page [x]
- Information [x]
- Content [x]**
- Discussions [x]
- Groups [x]
- Tools [x]
- Help [x]
- Journal [x]

Step 2 Hover your mouse over the **Create Assessment Tool** menu, and then select **Test** from the menu.



**Create Assessment** [v]

- > **Test**
- > Survey
- > Assignment
- > Self and Peer Assessment
- > SafeAssignment

Step 3 Select a **Test** from the **Add Test** list.



**Add Test**

Create a new Test or select an existing Test to deploy.

Create a New Test

Add Test   
test 2

Step 4 Click **Submit**.  
The Test Options page appears.



**Submit**

## Test options:

**Make link available** - Select **Yes/No** to allow student's access to the Test. The default setting is **No**.

**Add a new announcement for this test:** Select **Yes/No** to add a new **announcement** for the Test. Announcements appear in the course as well as the **My Course** module and the **My Announcements** module.

**Multiple attempts:** Allow students to take the test an unlimited number of times or a set number of times. Left unchecked, Students are allowed one attempt to take the test.

**Force Completion:** Students must complete the test the first time it is launched. Students may not exit the test and continue working on it at a later date. The **Save** button is available for students to save test answers as they work, but they may not exit and re-enter the test. When enabled, Force Completion is explained to students at the top of the test.

**Set Timer:-** A timer displays to the students during the test. If students go beyond the set completion time, they will not be forced out of the test.

**Select Date and time Restrictions:** Click the checkboxes to enable and choose dates to Display After and Display Until

**Password:** Click the Password checkbox to require a password to access the test. Passwords are limited to 15 characters and are case sensitive.

**Test Availability**

Make the Link Available  Yes  No

Add a New Announcement for this Test  Yes  No

Multiple Attempts  
 Allow Unlimited Attempts  
 Number of Attempts

Force Completion  
 Test must be completed the first time it is launched.

Set Timer  
 Set expected completion time. Selecting this option also records completion time for this Test.

Hours  Minutes

Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Password  
 Require a password to access this Test.

Password



<p><b>Self-assessment Options:</b></p> <p><b>Include the test in Grade Center score calculations:</b> Test results can be used in grade center calculations by selecting this option. Test scores do not need to be revealed to students to be used in grade center calculation. Self-Assessment Tests are generally not included in grade center calculations</p> <p><b>Hide the score of this test from the Grade Center:</b> Test scores are hidden in the grade center. Hiding the score does not hide the test column in the grade center. The test column will display to instructors as complete or incomplete. This setting is most commonly used for student Self-Assessments. Students can take tests to reinforce learning without having the scores used in grade calculations.</p>	<div style="border: 1px solid gray; padding: 5px;"> <p style="text-align: center; background-color: #cccccc; margin: -5px -5px 5px -5px;"><b>Self-assessment Options</b></p> <p><input checked="" type="checkbox"/> <b>Include this Test in Grade Center Score Calculations</b> Grade Center items excluded from summary calculations are also excluded from weighting. Also, weight calculations will be skewed.</p> <p><input type="checkbox"/> <b>Hide Results for this Test Completely from Instructor and the Grade Center</b> If this option is checked, the instructor will not be able to see any student grades, view answers, reversed later without deleting all attempts.</p> </div>
<p><b>Test Feedback:</b></p> <p>Test Feedback is available to students after they complete a test.</p> <p><b>Score:</b> Shows the score the student achieved out of points possible.</p> <p><b>Submitted Answers:</b> Shows the student's submitted answers.</p> <p><b>Correct Answers:</b> Shows which answers the student scored correctly and which were answered incorrectly.</p> <p><b>Feedback:</b> Shows instructor generated feedback messages for each question.</p>	<div style="border: 1px solid gray; padding: 5px;"> <p style="text-align: center; background-color: #cccccc; margin: -5px -5px 5px -5px;"><b>Test Feedback</b></p> <p>Select the Type of Feedback Displayed Upon Completion</p> <p><input checked="" type="checkbox"/> Score</p> <p><input type="checkbox"/> Submitted Answers</p> <p><input type="checkbox"/> Correct Answers</p> <p><input checked="" type="checkbox"/> Feedback</p> </div>

### Test Presentation:

Control the way the test questions are presented to students using these settings:

**All at once:** The entire test is displayed on one screen. Students may have to scroll down to answer questions. Note: Cannot use this feature with prohibit backtracking.

**One at a time:** Each question is displayed alone on the screen. Students control going to the next question. Note: Can use with prohibit backtracking and randomizing questions.

**Prohibit Backtracking:** This setting allows questions to be displayed one at a time. Students are **not** allowed to go back and change the answer to a question that has already been answered.

**Randomize Questions:** Click the checkbox for tests will display questions in a random order to students each time the test is taken.

### Test Presentation

**Presentation Mode**

**All at Once**  
Present the entire Test on one screen.

**One at a Time**  
Present one question at a time.

**Prohibit Backtracking**  
Prevent changing the answer to a question

**Randomize Questions**  
Randomize questions for each Test attempt.



**Notes: \***

- Specific [question types](#) and information are listed Blackboard website.
- See Blackboard help for more information on [deploying tests and surveys](#).